



**CITY OF MESA, ARIZONA**  
**ENGINEERING DEPARTMENT**

**REQUEST FOR PROPOSAL**

**ARIZONA MUSEUM OF NATURAL HISTORY**  
**DINOSAUR FAÇADE**

**CITY OF MESA PROJECT No. CP0783**

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# REQUEST FOR PROPOSAL

## ARIZONA MUSEUM OF NATURAL HISTORY DINOSAUR FAÇADE

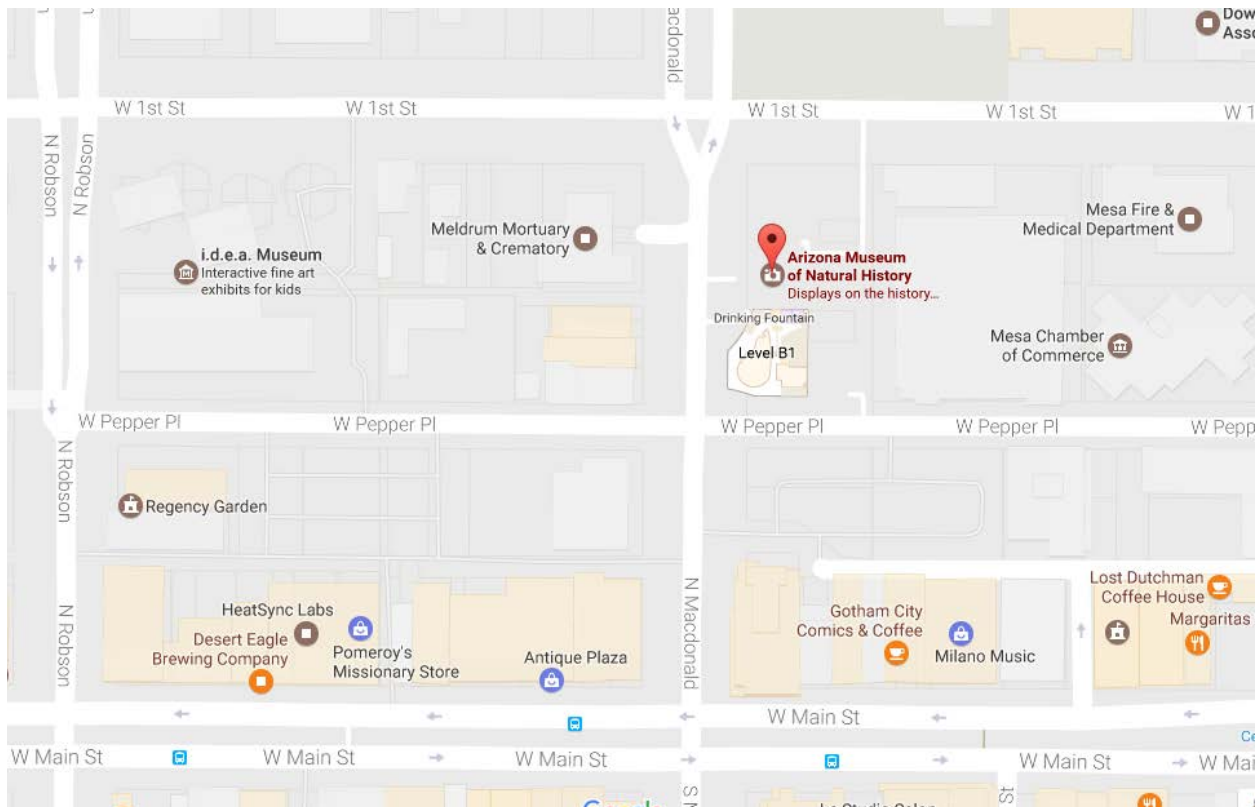
### CITY OF MESA PROJECT No. CP0783

The City of Mesa is seeking a qualified Artistic Team (consisting of an artist, design professionals/subconsultants, such as a structural engineer, architect and/or other qualified design professionals as required) "Artistic Team" to provide a complete full-scale replica of an *Acrocanthosaurus* simulating breaking out of the second story (10ft-14ft above the sidewalk) of the front face of the Arizona Museum of Natural History (AzMNH).

All qualified Artistic Teams that are interested in providing these services to the City of Mesa are invited to submit a Proposal. All Proposals must comply with the requirements specified in this Request for Proposals (RFP).

#### **SECTION I – PROJECT DESCRIPTION**

The Arizona Museum of Natural History is located at 53 N. MacDonald St. in downtown Mesa. The museum focuses on telling the story of Arizona's past. To enhance the story the museum is proposing to construct a full-scale replica of an *Acrocanthosaurus* breaking out of the second story of the front face of the museum at the corners of Pepper Place and Macdonald Street.

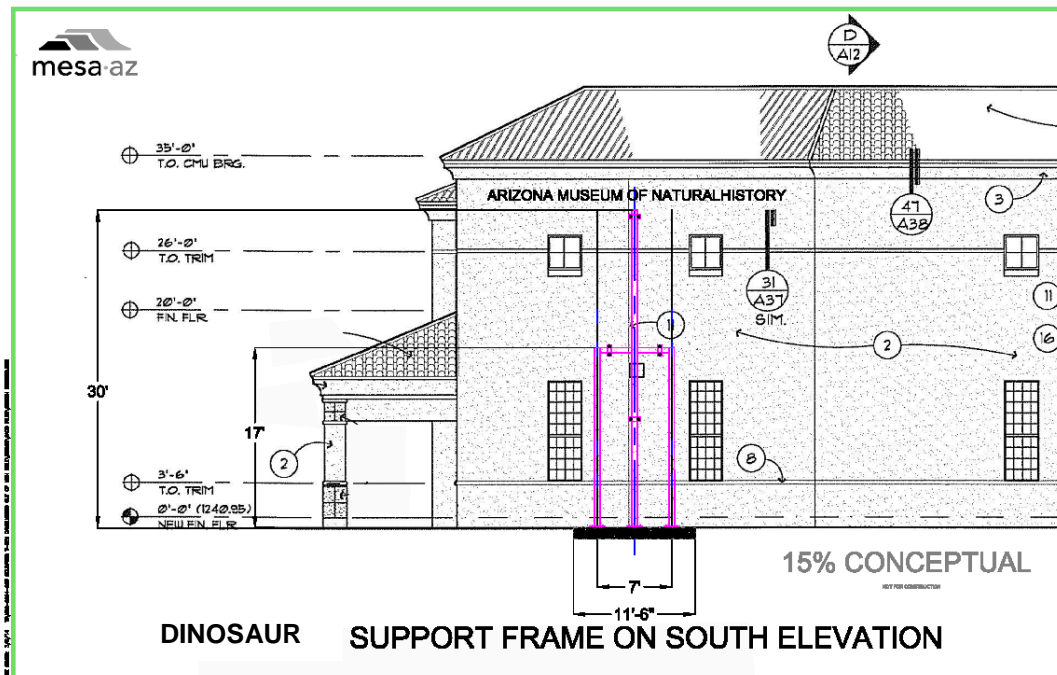


A quarter-scale replica of the *Acrocanthosaurus* has been constructed by the museum staff and volunteers. This model will serve as the basis for the full-scale replica to be constructed and the Artistic Team will need to work closely with museum staff to ensure that their vision is realized. In addition to constructing the full-scale replica, services will be required for the design of the structural support,

oversight of installation, architectural detailing, and the addition of surrounding lighting to enhance the visibility of the dinosaur at night.

The city is providing preliminary design information. A photograph of the quarter scale replica, along with an image of the façade indicating the general location of the replica and a preliminary support frame concept are included for reference. It is not the City's intent to have the replica penetrate the exterior wall of the museum. This effect should be simulated by the positioning of the dinosaur and the "break out" pieces which will be designed by the Artist Team. All supporting elements should be hidden either by the replica or through architectural features (columns, stucco, etc.).

Preliminary frame concept to support the replica



Intersection of N. MacDonald and W. Pepper



## Quarter Scale Replica of the *Acrocanthosaurus*



### **SECTION II – OVERVIEW OF PROJECT PHASES**

The City of Mesa seeks a qualified Artistic Team, with experience and knowledge to provide design, fabrication, delivery and installation administration of artwork for this project.

The following is a summary of the major phases and tasks. These will be reviewed with the selected Artistic Team and defined to meet the needs of the project as part of the contract scoping.

#### **Phase 1 Design (4-8 weeks)**

- Project Delivery Schedule
- Structural drawings including mounting mechanism – Sealed by an Engineer registered in Arizona; Engineer must conform to MAG and City of Mesa standards and regulations
- Design drawings of the dinosaur and break out pieces
- Site design – elevations, landscaping, etc.
- Materials
- Lighting plan

#### **Phase 2 Detailed Cost Estimate for Installation**

#### **Phase 3 Fabrication (16-24 weeks)**

- Structural Skeleton – (Inspection required prior to application of covering)
- Dinosaur Façade
- Paint – Historically Accurate
- Break Out Detailing
- Any additional aesthetic pieces required to blend the façade in with the existing structure

#### **Phase 4 Delivery and Installation (1 week)**

- Installation Administration
- Installation of Dinosaur Facade and Break Out Pieces

- Installation of Lighting

## **Phase 5 Warranty and Maintenance**

### **Additional Considerations:**

- Regular progress meetings to discuss the project status and direction.
- Material selection should consider that the dinosaur will be exposed to the harsh Arizona climate and experience heavy UV exposure.
- Drainage – No ponding on the façade or pooling inside of the structure. Consider weep holes.
- This is a permanent addition to the museum and will be in place for many years. What is the anticipated lifespan of the façade?
- The dinosaur façade should be detachable/re-attachable for any maintenance that is required. Include a minimum of two pick points to support the façade during installation & future maintenance.
- All Connections should be welded or bolted
- Address how to prevent damage caused by birds
- “Break out” design is open to artist/team interpretation. Any existing modeling of this feature is only suggestive of the final design. Design of the dinosaur replica should adhere to the model provided by the museum.
- Any anticipated travel required to complete the project should be accounted for in the cost proposal submitted.
- Target date for project completion is May 1, 2018

## **SECTION III – SCOPE OF WORK**

### **Task 1: Project Management**

The Artistic Team shall establish a project management system to provide status and reporting of project status and be responsive to input from the City. Status and project meetings with all participating City staff will be conducted on a regular basis. The purpose of these meetings shall be to report to the City on project status issues such as work in progress, work completed, and delivery schedule.

The meetings shall also be for discussion of various technical issues and strategies associated with all phases of the project. Meeting minutes documenting the decisions made and action items shall be prepared by the Artistic Team and submitted to the attending parties.

**Task 1.1 – Project Meetings.** Artistic Team shall arrange for a kick-off meeting through the City Project Manager. This meeting shall serve to clarify the lines of communication and other administrative details. Artistic Team shall then meet with the City on a regular basis to report project progress.

**Task 1.2 – Project Schedule.** Artistic Team shall provide a project schedule showing project meetings, project deliverables, and the major milestones required by the City. The schedule shall be updated monthly.

**Task 1.3 – Project Status Reports.** Artistic Team shall provide a monthly project progress report. The monthly project progress report shall be submitted to the City Project Manager.

**DELIVERABLES:** MONTHLY STATUS MEETINGS  
MONTHLY SCHEDULE UPDATES  
PROGRESS REPORTS AND  
MEETING MINUTES

### **Task 2: Design Phase**



The Artistic Team shall provide conceptual design drawings based upon the exact replication of the model provided. Any modifications to anatomy or proportions must be approved by City Staff. The breakout "blast" artwork should depict the kinetic effect of the dinosaur blowing out the side of the building. This blast is to be designed by the Artistic Team.

Based on the approval of the preliminary design by the City, the Artistic Team shall prepare detailed design and construction documents for review. Each review of these documents shall include plans (drawn in AutoCAD to City standards), cost estimate, and technical specifications.

**Task 2.1 – Design Drawings.** Prepare plans in accordance with the most current version of the *City of Mesa Engineering Procedures Manual*, *MAG Standard Specifications and Details* as amended by the City of Mesa, the Arizona Utility Coordinating Committee *Public Improvement Project Guide*, and other standards such as AASHTO, MUTCD, ASTM and City of Mesa Building Codes and National Building Codes as adopted by the City of Mesa, as applicable. All plans shall be prepared using AutoCAD 2014, shall be 24" x 36" in size and shall be prepared on the City of Mesa's standard plan sheets.

For projects using alternative delivery methods, such as Job Order Contracting (JOC), the City may elect to have a reduced level of effort for design services. For reduced levels of design effort, the Artistic Team shall still produce constructible and permitable plans and specifications.

The Artistic Team shall incorporate the City's review comments into the subsequent submittal. The Artistic Team shall prepare a tabulation of the review comments and the proposed resolution for each comment. Artistic Team must provide a brief explanation for each comment that it proposes to not incorporate; otherwise the City expects all comments to be addressed.

**Task 2.2 – Cost Estimates.** Artistic Team shall prepare detailed construction cost estimates for each submittal.

**Task 2.3 – Comment Resolution Meetings.** Participate in review meetings with City staff, tabulate and address comments, and submit a written comment resolution summary, at each plan review stage. The City considers responsiveness and communication regarding review comments a key criterion in evaluating the Artistic Team's performance. The City recognizes that previous comments may be superseded as design progresses and that some review comments require additional discussion and engineering judgment prior to final resolution. Comment resolution meetings should be scheduled as needed to facilitate this discussion and resolution. The City's expectation is that responses be documented for all review comments and that the Artistic Team should never independently delete or ignore review comments.

**Task 2.4 – Utility Coordination.** The Artistic Team shall provide non-City utility coordination, information, and communication as outlined in the Non-City Utility Coordination Submittal Guideline. The Artistic Team shall determine all utility conflicts and advise the City and the utility company. City-owned utilities will be coordinated by City staff. The Artistic Team shall prepare applications and supporting materials, as required, to secure project permits and approvals. All utility coordination correspondence shall be sent to the City's Utility Coordinator at [ucoord@mesaaz.gov](mailto:ucoord@mesaaz.gov).

Artistic Team shall request City and non-City utility record drawings, facility maps, and as-built information to show on all plan sets, including the 30% plan submittal.

The Artistic Team shall send utility clearance letters to the non-City utilities with the associated plans. The plans shall show existing and proposed City and non-City utilities, relocations, existing and proposed right-of-way and easements. The Artistic Team shall design joint trench alignments and profiles with input from the non-City utilities.

**Task 2.5 – Public Meetings.** Assist with stakeholder and public meetings as required.

The City, through its Engineering Public Relations office, will handle the day-to-day tasks associated with public outreach and communication with the public and stakeholders. The Artistic Team shall be primarily responsible for preparing supporting documentation, such as exhibit boards, and for attending public meetings to help answer questions.

A formal Public Outreach Program or Public Relations Plan by the Artistic Team is not anticipated. The City's existing Public Relations Program will adequately address the needs that are currently identified. If additional requirements are identified, then those issues will be discussed and an addition to the scope of work mutually agreed upon by the City and Artistic Team will be negotiated.

**Task 2.6 – Final Construction Documents.** Furnish the City with one (1) full-size set of plans on bond paper, specifications and a cost estimate at each review stage; and one (1) reproducible mylar set of final full-sized drawings, with final specifications and documents for construction phase of a project. The City will provide reproduction of the drawings and documents for reviews, submittals, and construction phase. Final drawings and specifications shall also be submitted in electronic format.

The plans, specifications and estimate (PS&E) shall be in City of Mesa standard format and utilize the City's Standard Specifications and Special Provisions.

**Task 2.7 – Final Engineering Design Reports.** The detailed design development will likely generate some minor revisions and updates to the design report prepared at the 30% submittal stage. The Artistic Team shall incorporate such updates and submit a final report to the City for review.

**DELIVERABLES:** PS&E REVIEW SUBMITTALS (60%, 90%, 100%)  
COMMENT RESOLUTION SUMMARIES FOR EACH STAGE  
UTILITY AND AGENCY COORDINATION  
FINAL BID DOCUMENTS  
FINAL ENGINEERING DESIGN REPORTS

### **Task 3: Fabrication**

**Task 3.1: Procurement.** Artistic Team will procure equipment and materials associated with the work and spare parts in accordance with the final approved design.

**Task 3.2: Fabrication.** It is the Artistic Team's sole responsibility and sole expense to perform the Fabrication Phase tasks. Artistic Team may not deviate in design, color, materials and size from what is depicted in the final design the Artistic Team provides to the City, unless the City approves of the deviation in writing.

**Task 3.3: Coordination.** Artistic Team will make themselves available for studio visits by City staff.

**DELIVERABLES:** PHOTO JOURNAL OF THE WORK PROGRESSION SHALL BE PROVIDED WITH MONTHLY REPORTS

### **Task 4: Delivery and Installation**

**Task 4.1 - Delivery** It is the Artistic Team's sole responsibility and sole expense to arrange for the packing and shipping of the artwork and specialty items required for mounting of the installation. The delivery to be at the time and date agreed upon by the City.

**Task 4.2 - Installation** Administration installation services will be required. Interested Artistic Teams should offer a general overview of their installation phase services and experience in their Proposal submittal. The Artistic Team, at its sole expense shall be responsible for performing the following tasks associated with the installation of the Dinosaur Façade.



- Coordination of the installation of the façade to the building, including requests for information, and direction to the construction contractor, utility coordinators, inspectors, and quality control.
- Assist in the development of the punch-list items and their completion
- Touch up paint/final finish work required after installation

The Artistic Team may be requested to prepare Record Drawings for the project, based upon the Contractor furnished information and field observations, after project completion. The Record Drawings, if requested, shall be required in both hard copy and digital format (AutoCAD).

**DELIVERABLES:** DOCUMENTATION OF THE CONSTRUCTION PROJECT  
CONSTRUCTION MEETINGS  
CONSTRUCTION OBSERVATIONS AND INSPECTION  
QUALITY CONTROL TESTING  
RECORD DRAWINGS

#### **SECTION IV – PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference will be held at **10:00 AM PST May 9, 2017 at the City of Mesa (Room 650, 6<sup>th</sup> Floor, 20 E Main Street, Mesa, AZ 85201. This room requires prior security check-in with ID).** At this meeting, City staff will discuss the scope of work, general contract issues and respond to questions from the attendees. Attendance at the pre-submittal conference is not mandatory and all interested Artistic Teams may submit a Proposal whether or not they attend the conference. Artistic Teams may attend by dialing 1-480-644-6120; pin 255290 and following the instructions on the teleconference line.

**All interested Artistic Teams are encouraged to attend the Pre-Submittal Conference since City staff will not be available for meetings or to respond to individual inquiries regarding the project scope outside of this conference. In addition, there will not be meeting minutes or any other information published from the Pre-Submittal Conference.**

#### **SECTION V – PROPOSAL EVALUATION CRITERIA**

Each Proposal will be evaluated according to the following criteria:

##### **A. Artistic Approach. (25 points)**

Demonstrate artistic merit in conceptual approach and technical execution while preserving the vision of the AzMNH.

##### **B. Collaboration on Public & Non-profit projects. (15 points)**

Provide specific examples of projects where the Artistic Team collaborated on public or non-profit agency projects. For each reference project, please provide the following information:

- a. Description of the project, including project name and location
- b. Cost of the completed project by artwork and installation costs
- c. Schedule of the project phases in weeks (design, fabrication and installation)
- d. Collaboration methods with client and the client's vision

##### **C. Comprehensiveness of the submittal. (25 points)**

Demonstrate the overall understanding of the project including the following:

- a. Design concept
- b. Identification of the required Artistic Team members to facilitate design, fabrication and installation administration which may include structural engineer, architect, electrical and/or other design professionals
- c. Selection of materials and best value approach to fabrication
- d. Demonstration of the ability to conform to public safety standards, issues of vandalism, durability, minimal maintenance and sustainability

#### **D. Cost Estimate (10 Points)**

Provide a cost estimate for the work to describe the best value to AzMNH.

#### **E. Local Preference. (5 points)**

Five points will be given for a local Artistic Teams or to Teams utilizing local facilities or manufacturing companies whose firm's principal office is physically located within the City of Mesa's incorporated limits (not just a P.O. Box). Three (3) points will be awarded to Artistic Teams in which 50% or more of their employees live within the City of Mesa's incorporated limits, or whose sub-firms or consultants whose principal office is physically located within City of Mesa's incorporated limits. A statement indicating how this criterion is met shall be required to receive the appropriate points. No points will otherwise be awarded for this category.

#### **F. Portfolio of Work (20 points)**

The Artist Team should provide a portfolio of work with images and narrative that best demonstrates the artistic work, complexity of the project, the collaborative work with the client, designers, contractors to complete the project. Highlight experiences on prior projects that meet the qualifications for this project. Each image should include dates, scale, materials, budget and total costs.

### **SECTION VI – SUBMITTAL REQUIREMENTS**

#### **TAB 1 – LETTER OF INTEREST AND EVALUATION CRITERIA** (not to exceed 6 pages)

The Proposal shall include a letter of interest and responses to evaluation criteria: Artistic Approach, Collaboration of Public & Non-profit projects, Comprehensiveness of the Submittal, Cost Estimate, and Local Preference.

#### **TAB 2 – PORTFOLIO OF WORK** (not to exceed 6 pages)

The Artistic Team's Portfolio should include images of the previous projects that best illustrates their qualifications for this project as outlined in the Portfolio of Work. Include the artistic work, complexity of the project, the collaborative work with the client, designers, contractors to complete the project, and how the experiences on prior projects meets the qualifications for this project. Each image should include dates, scale, materials, budget and total costs.

#### **TAB 3 – RESUME OF ARTISTIC TEAM** (not included in page count)

Provide one page resumes for each key member of the proposed Artistic Team.

#### **TAB 4 – REFERENCE LIST** (not to exceed 2 pages – not included in page count)

The Artist Team shall provide no more than five references containing the following information:  
Name of project, location, name of reference, title and position, telephone number and email address.

#### **TAB 5 – DIGITAL IMAGES** (no more than 30 digital images of completed work)

Provide a one page schedule of the digital images with the date and description of the image.  
The Artistic Team shall submit no more than 12 images. Transparencies and prints shall not be considered and may be discarded if submitted. No bulky materials or original works of art shall be submitted and may be discarded if submitted. Electronic media images may be presented in one of two ways, either a Microsoft Powerpoint or as jpgs. Formatting for either shall followed specifically:

##### **Powerpoint-**

Slide background – Black

Slide 1 - Title page: Artistic Team – Last names, no logos or contact info, white text, Font: Arial, 40 pt.

Slides 2-13: One image per powerpoint slide, no text on slide images, no animation in presentation

JPGs –

File format – submit only “High” quality JPGs (do not use GIFS, TIFFs or other formats)

Image size – Images must be 1920 pixels on the longest side

File size – files must be less than 5MB.

Other submittal information: Minimum font size shall be 10pt. Submittals shall not exceed 12 pages (not including resumes, references and digital images). Please provide **six (6) hard copies and one (1) electronic copy (CD or USB drive) of the Proposal by 2:00PM PST on May 18, 2017.** The City reserves the right to accept or reject any and all Proposals. The City is an equal opportunity employer.

Delivered or hand-carried submittals must be delivered to the Engineering Department reception area on the fifth floor of Mesa City Plaza Building in a sealed package. On the submittal package, please display: Artist's name, project number, and/or project title.

All submittals should be sent or delivered to:

**CITY OF MESA  
ENGINEERING DEPARTMENT  
Melodie Jackson  
Fifth Floor – Suite 500  
City Plaza Building  
20 East Main Street  
Mesa, Arizona 85201**

If a company wishes to submit a company brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the City files.

**Please be advised that failure to comply with the following criteria may be grounds for *disqualification*:**

- Receipt of submittal by the specified deadline; please allow enough time to check in at the City Plaza security desk
- Receipt of the number of copies of the submittal specified
- Adherence to maximum page requirement
- Delivery of submittal in correct location
- Delivery in a sealed package with the project name and number for which your team is submitting clearly labeled
- Providing a signed copy of addenda, if any, in response to this RFP. It will be the interested team's responsibility to check the website (see link below) for any updates, including addenda.

<http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages with resumes, references and that have digital photos (12 maximum) will not be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

#### **SECTION VII – SELECTION PROCESS AND SCHEDULE**

A Selection Committee will evaluate each Proposal in accordance with the criteria set forth in Section V above. References may be a factor in determining the final rank-ordered list; ensure the references provided are accurate. The Selection Committee will produce a rank-ordered list of the submitting teams and interviews may or may not be conducted as part of the selection process.

If interviews are not held, the City will enter into negotiations with the top ranked Artistic Team and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked Artistic Team, the City may then negotiate with the next lower ranked Artistic Team until a contract is executed. The City may decide to terminate the selection process at any time.

If interviews are held, the top three (3) to five (5) ranked Artistic Teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter giving the

criteria to be addressed in the interview and the detailed scoring that will be applied during the interview process. The City will enter into negotiations with the top ranked Artistic Team and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked Artistic Team in the final list, the City may then negotiate with the next lower ranked Artistic Team until a contract is executed. The City may decide to terminate the selection process at any time.

The following tentative schedule has been prepared for this selection process:

Pre-Submittal Conference	<b>May 9, 2017</b>
Proposals Due	<b>May 18, 2017 at 2:00 PM PST</b>
Shortlist Interviews	<b>Week of June 5, 2017</b>

By submitting a Proposal, the Artistic Team certifies that they have reviewed the City of Mesa's standard contract for artistic services, including insurance requirements, and, if selected, will execute the City's required contract without modification or exceptions.

### **SECTION VIII – GENERAL INFORMATION**

**RFP Lists.** This Request for Proposal will be listed on the City's web site. The address is: <http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>.

**Compliance with Arizona Revised Statutes (ARS).** Procurement of professional services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting a Proposal under this solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of ARS Title 34.

**Instructions.** The City of Mesa shall not be held responsible for any verbal instructions. Any changes to this Request for Proposals will be in the form of an addendum. Artistic Teams are to check the City's website to see whether any addenda have been posted.

<http://mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

**City Rights.** The City of Mesa reserves the right to reject any or all Proposals, to waive any informality or irregularity in any Proposals received, and to be the sole judge of the merits of the respective Proposals received. No binding contract will exist between the submitter and the City until the City executes a written contract.

**Protest Policy:** Refer to City of Mesa Protest Policy: Procurement Rules at <http://www.mesaaz.gov/home/showdocument?id=8712>, Article 6. Protests, Appeals, Debarments, Confidential Information, and Contract Disputes.

**Contact with City Employees.** All Artistic Teams interested in this project (including the Team's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential Artistic Teams, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

**Questions.** Questions pertaining to this RFP selection process or contract issues should be directed to Melodie Jackson of the Engineering Department at [melodie.jackson@mesaaz.gov](mailto:melodie.jackson@mesaaz.gov).

Also, to do business with the City of Mesa, you are required to register in our vendor system. AMS Vendor Self Service (VSS) provides vendors with a single entry point to register, provide payment and contact information, and select commodity interests and business types. All vendors who wish to conduct business with the City will be required to update and maintain all information used for the notification of bid opportunities and issuance of payment in the VSS system. The registration guide can be found at <http://www.mesaaz.gov/vendor/>, the actual web portal is at the bottom of the page.